

Access Cards

- [Access Card: CSV Setup Class Rostering](#)
- [Access Card: SIS Class Rostering](#)

What is an access card?

An access card provides information about how teachers and students can sign up and login to their SpacesEDU account.

Can administrators customize access cards?

Yes! To customize your access card, make a copy of the access card's Google Doc or download the access card as a Word Document.

- **Copy:** File > Make a Copy
- **Download:** File > Download > Microsoft Word
- **Suggested customization:** Replace the [SpacesEDU login page](#) with a district-specific Single Sign On (SSO) link, adapt for student distribution, etc.

→ Are you manually rostering your classes? Click [HERE](#) for more information on class management

→ If you're interested in [SpacesEDU Pro features](#), which includes CSV or SIS Class Rostering, contact pro@spacesedu.com for more information